



DEPARTMENT OF THE ARMY and AIR FORCE
Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-HRO

2 June 2008

**MEMORANDUM FOR ALL Commanders, Directors, Major Command
Administrative Officers, Supervisors and Technicians**

SUBJECT: (KYNG Log I08-011) My Biz Automation Initiative

1. My Biz allows federal Technicians on-line access to view information from their official personnel records to include appointments, position changes, personal information, salary, benefits, awards/bonuses, and performance ratings. Technicians can update their personal information into My Biz such as work telephone number, email address, and ethnicity and race identification.
2. Additionally, Technicians are also enabled to print their notification of personnel actions, Standard Form 50. Effective immediately all future SF 50's may be obtained by accessing MyBiz. Notification will be sent from HRO by email to the technician notifying them that SF 50 has been accomplished.
3. Civilian Personnel Management System (CPMS) initiated a My Biz/My Workplace CAC marketing campaign that encouraged all users to login and update their email address. This would afford National Guard users to receive significant automated email notifications such as the Performance Appraisal Application which will be used by the National Guard in the near future.
4. Attached is the guidance needed from the DCPDS Portal User's Guide, to assist users in the CAC Registration process. This includes the Introduction, CAC Registration, and CAC User Name Change Process sections. It will assist HR users and Self Service My Biz/My Workplace users in the initial CAC Registration process within the DCPDS Portal. Once the registration process is complete, users will access the DCPDS/My Biz/My Workplace applications via the DCPDS Portal. The AGRs who supervise technicians have view access to their technician's record.

KG-HRO

SUBJECT: My Biz Automation Initiative (KYNG Log I08-011)

5. If you have any problems or questions relating to this memorandum, please contact Mrs. Jean Coulter at commercial 502-607-1261 or DSN 667-1261.

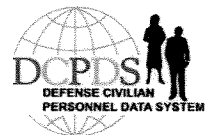
FOR THE ADJUTANT GENERAL:

Encl
as

//s//
DONALD R. CONOVER
COL, MP, KYARNG
Human Resources Officer

Defense Civilian Personnel Data System (DCPDS)

DCPDS Portal User Guide





Introduction

Defense Civilian Personnel Data System (DCPDS) Portal Registration is designed to allow Human Resources (HR)/My Biz/My Workplace user's easier access to their critical DCPDS applications through the DCPDS Portal Page by creating a single DCPDS Portal Username and Password.

This guide will assist HR/My Biz/My Workplace users in registering on the *DCPDS Portal* as

- Common Access Card (CAC) user

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Common Access Card (CAC) user.

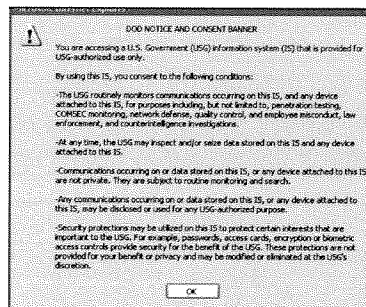
Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

Note: Only Components who have implemented the DCPDS Portal will be available for access.

1. Begin at the *DCPDS Portal* page: <https://compo.dcpds.cpms.osd.mil>.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

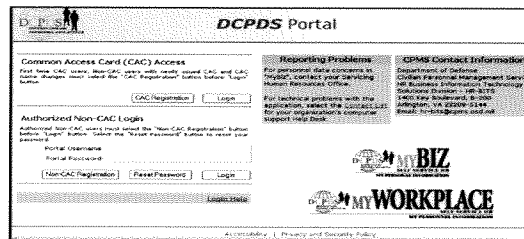
2. Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.



Screen 1: DoD Notice and Consent Banner

Note: After selecting **OK** button, the *DCPDS Portal* page displays.

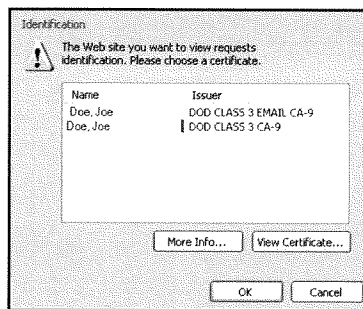
3. Select the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

4. Select your non-email certificate at the *Choose a Digital Certificate* screen.

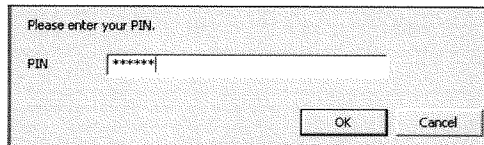
5. Select the **OK** button.



Screen 3: Choose a Digital Certificate

Note: Always select the non-email certificate.

6. Enter your PIN and select the **OK** button.



Screen 4: PIN

7. The *DCPDS CAC Registration* screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
- Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable) You **MUST** use the hyphens (ex. 123-45-6789).
 - Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

CAC Registration

Welcome Doe, John V

Enter your SSN/LN Employee ID Number, and select the "Register" button to register your CAC. Select the "Cancel" button to return to the DCPDS Portal Page.

**** Important **** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number: [Masked]

Confirm SSN/LN Employee ID Number: [Masked]

Register Cancel

Screen 5: DCPDS CAC Registration

- Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

8. Enter the following in the Regions Association section of the screen:
 - a. Enter your HR/My Biz/My Workplace Username. Use your SSN with hyphens.
 - b. Confirm your HR/My Biz/My Workplace Username. (ex. 123-45-6789)

Screen 6: DCPDS Regions Association

Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

9. Select the **Submit** button.
 - If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.

Screen 7: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Choose and select a database using the drop-down list. Should be NGB Region.
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application. Click on NGB Region.

DCPDS Portal

Link Your DCPDS Portal Account to Your HR/MyBiz/MyWorkplace Application

Your Username has access to more than one HR/MyBiz/MyWorkplace database. Use the drop down list to select the appropriate HR/MyBiz/MyWorkplace database.

Note: Human Resources databases will implement the DCPDS Portal at various times. If you are unable to select your database, make another selection, until your database becomes available.

SOT11
SOT12
UNOMASOT

Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

- If your username is not found on a database, an error message displays. Select the **Back** button and re-enter your information.

DCPDS Portal

Unable to Validate Your Information

Unable to validate information entered against any current HR/MyBiz/MyWorkplace database records and your portal account cannot be created. Select the Back button to re-enter your information. If the system is unable to validate your information, contact your Help Desk for more information.

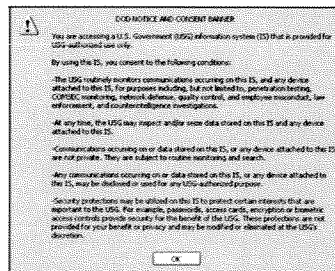
Screen 9: Unable to Validate Your Information

When you are completely in the system, you should see "My Biz" on the left side of the screen. Please click on "My Biz". You should see in the middle "My Information". If you click on this, you will be able to view your information in DCPDS. Please click on "Update my Information". Check your e-mail address. If it is correct, no action is required. If it is not correct, please update using your @us.army.mil address. This is required to begin receiving e-mail notification when a SF50 is created on your record.

CAC User Name Change Process

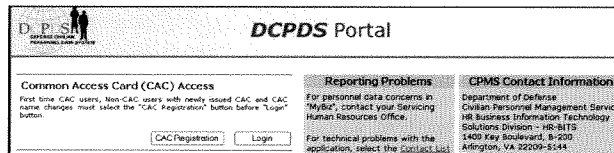
The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



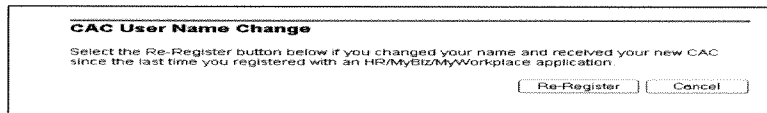
Screen 10: DoD Notice and Consent Banner

3. Select the CAC Registration button in the CAC access region. The *DCPDS CAC Registration* screen displays.



Screen 11: DCPDS Portal Page

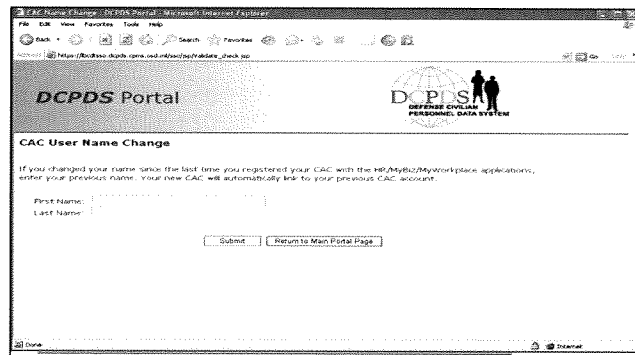
4. Select the Re-Register button in the *CAC Username Change* region.



Screen 12: CAC Registration

5. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.

6. Select the Submit button.

The screenshot shows a web browser window titled "CAC Name Change - DCPDS Portal - Microsoft Internet Explorer". The address bar shows "http://localhost:8080/cac/change_name.jsp". The page header includes the "DCPDS Portal" logo and the "DEFENSE CIVILIAN PERSONNEL DATA SYSTEM" logo. The main heading is "CAC User Name Change". Below this, a message states: "If you changed your name since the last time you registered your CAC with the iM/MyS/MyWorkplace applications, enter your previous name. Your new CAC will automatically link to your previous CAC account." There are two input fields: "First Name:" and "Last Name:". At the bottom, there are two buttons: "Submit" and "Return to Main Portal Page".

Screen 13: CAC Username Change

Note: The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page*, *CAC Access Region* and select **Login**.